



UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS  
UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/751,548	12/29/2000	Min Zhu	M-8856 US

CONFIRMATION NO. 7423

## FORMALITIES LETTER



\*OC00000006347797\*

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Suite 700  
25 Metro Drive  
San Jose, CA 95110-1349

Date Mailed: 07/26/2001

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 130.**

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

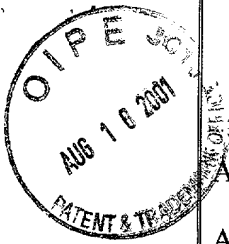
The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
  - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. (5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

*A copy of this notice **MUST** be returned with the reply.*

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#3

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicants: Min Zhu, Bin Zhao and Shi Yan  
Assignee: WebEx Communications, Inc.  
Title: Scalable Distributed System For Collaborative Computing  
Serial No.: 09/751,548 Filing Date: December 29, 2000  
Examiner: Unassigned Group Art Unit: Unassigned  
Docket No.: M-8856 US

San Jose, California  
August 16, 2001

Box MISSING PARTS  
Attn: Official Draftsperson  
COMMISSIONER FOR PATENTS  
Washington, D. C. 20231

**RESPONSE TO FILE SUBSTITUTE DRAWINGS OF  
NONPROVISIONAL APPLICATION**


Dear Sir:

In Response to the Notice To File Missing Parts Of NonProvisional Application --  
Filing Date Granted dated July 26, 2001, Applicants submit twenty-seven (27) sheets of  
formal drawings, consisting of Figures 1A, 1B 2A, 2B, 3, 4A, 4B, 4C, 5, 6, 7, 8, 9, 10, 11, 12,  
13A, 13B, 13C, 14, 15, 16A, 16B, 17, 18A, 18B, 18C1, 18C2, 18C3, 19A, 19B, 20A, 20B,  
and 20C, in the above-named application. If there are any questions regarding these  
drawings, please call the undersigned at (408) 453-9200.

EXPRESS MAIL LABEL NO:

EL 901 563 223 US

Respectfully submitted,

  
Fabio E. Marino  
Attorney for Applicants  
Reg. No. 43,339

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